

CR

Executive Registry

84- 2232

17 May 1984

MEMORANDUM FOR: Deputy Director for Administration
FROM: Executive Assistant to the DDCI
SUBJECT: Vacancies and External Training

The DDCI would appreciate your providing him the following within 2-3 days.

- A. A list by office of the number of vacancies that now exist. If you are between computer runs, he would prefer to have the most recent existing one rather than wait for you to do a new one.
- B. The number of employees by office within the DDO, DDS&T, and DDA that are taking external training under Agency sponsorship. Do not include traditional Agency-sponsored courses like the Levinson Seminar, the State Department Executive Seminar, etc. He is primarily interested in university courses that employees pursue on their own time.

25X1

cc: Executive Director

2-0/DDCI
1 - ER File

